SiteManager
Training Manual

Module E
Chapter 2

Change Orders

Section E

Viewing a Change Order

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Change Orders Overview

This section summarizes the topics necessary to create, review, print, approve, reject and track a change order.

CREATING CHANGE ORDERS

There are five types of change orders that will be utilized by INDOT. The modules for creating these change orders are listed below.

Overrun/Underrun Change Order
        Creating a Change Order Header
        Attaching Documents to a Contract (optional)
        Viewing an Attachment (optional)
        Overrun and Underrun Change Order Items
        Change Order Explanations

Extra Work Change Order
        Creating a Change Order Header
        Attaching Documents to a Contract (optional)
        Viewing an Attachment (optional)
        Change Order Extra Work Item
        Change Order Explanations
        Force Account

Time Adjustments Change Order
        Creating a Change Order Header
        Attaching Documents to a Contract (optional)
        Viewing an Attachment (optional)
        Change Order Time Adjustments
        Change Order Explanations

Zero Dollar Change Order
        Creating a Change Order Header
        Attaching Documents to a Contract (optional)
        Viewing an Attachment (optional)
        Change Order Explanations

Final Quantity Change Order
        Not to be utilized by INDOT

NOTE: Overrun/Underrun, Extra Work, and Time Adjustments Change Orders can all occur on one change order as long as they all have the same Reason Code. No items or time adjustments can be created on a Zero Dollar Change Order.

CHANGE ORDER APPROVAL PROCESS

The sections for approving a change order are listed below.

Forwarding a Change Order for Review - Optional
Reviewing a Change Order - Optional
Viewing an Attachment
Printing the Change Order Document
Placing a Change Order in Pending Status
Approving or Rejecting a Change Order
When a Change Order is Rejected
Tracking a Change Order
Error Messages

MISCELLANEOUS

After the change order is approved, it is complete.

Items may now be posted using a **Daily Work Report (DWR)**.

A change order may be deleted if it is in draft status and if all change order items, time extensions and explanations have been deleted from the change order.
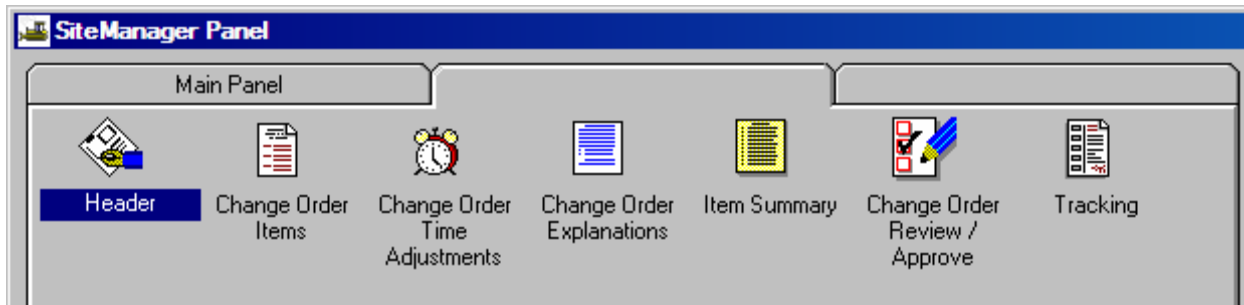
Viewing a Change Order Header

This section will explain how to view a change order header.

From the Main Panel, "double-click" **Change Orders (+)**.
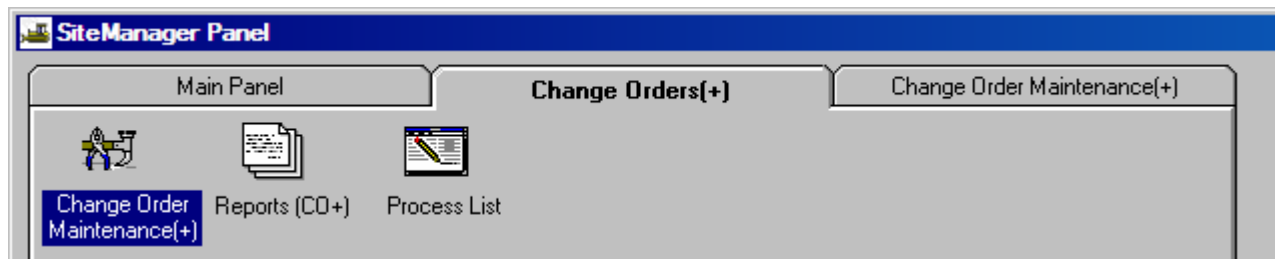
"Double-click" **Change Order Maintenance (+)**

"Double-click" **Header**.

The **Header** window will open. If information from a previous change order appears, "click" the **Open** 📂 button located on the toolbar.

"Double- click" on the appropriate **Contract ID**.

"Double-Click" on the appropriate **CO Nbr**.

The Header window of the Change Order opens.

Contract ID: is the unique identifier for the contract and is automatically populated.

CO Number: is the unique identification number assigned to the change order.

Tentative Verbal Approval Dates Federal: is the date that the Federal Highway Administration gave verbal approval for this Change Order.

Tentative Verbal Approval Dates Local: is the date that the Local Public Agency gave verbal approval for this Change Order.

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Contract ID:	R -90003	CO Number:	004	Tentative Verbal Approval Dates: Federal: 00/00/00 Local: 00/00/00

CO Created by: Fault, Ash   On: 09/13/06

Status: Draft   Approval Level: Director, Division of Construction Manag

Description: Additional Resufacing per District Const. Engineer.

Reason Code: SCOPE CHANGES, District/Subdistrict

CO Type: CHANGE ORDER

☐ Emergency Work

Functions: ☑ Overrun/Underrun ☐ Force Account   Bid Contract Amt: $658,493.35
☐ Extra Work ☐ Zero Dollar   Current Contract Amt: $671,041.85
☐ Time Adjustment ☐ Final Quantity   CO Amount: $23,180.00

Reference to:
Dispute: INDOT

CO Created By: is the person who composes the Change Order document

ON: is the date that the Change Order was created.

Status: is the current level of approval for the Change Order

Approval Level: is the highest level of authority required to approve the Change Order.

Description: is a short sentence describing the entire Change Order.

Reason Code: identifies the reason for the change to the Contract.
- **Errors & Omissions:** Errors and/or Omissions in the Contract Documents which prevents the contract from being constructed as intended.
- **Constructability**: Ability to be constructed.
- **Scope Changes**: A change in the project limits or design that revises the original intent of the Contract.
- **Changed Field Conditions**: Either an existing or new condition that could not have been reasonably foreseen by either INDOT or the Contractor prior to beginning the work.
- **Failed Material**: Material failures that result in penalties, reduced payment or replacement of items of work.
- **Incentive/Disincentive**: Monetary rewards or penalties added to a contract in addition to the normal Liquidated Damages clause.
- **Standards/Specs Change**: A change in the Contract Specifications as a result of a Department decision to initiate changes to active contracts on a Statewide basis.
- **Final Quantity Adjustment**: This is not utilized by INDOT.

CO Type: identifies the specific type of Change Order.

Override Approval Rules: will not be utilized by INDOT.

| Contract ID: R -90003 | CO Number: 004 | Tentative Verbal Approval Dates: Federal: 00/00/00   Local: 00/00/00 |

CO Created by: Fault, Ash   On: 09/13/06
Status: Draft   Approval Level: Director, Division of Construction Manag
Description: Additional Resufacing per District Const. Engineer.
Reason Code: SCOPE CHANGES, District/Subdistrict
CO Type: CHANGE ORDER

☐ Emergency Work

Functions: ☑ Overrun/Underrun ☐ Force Account   Bid Contract Amt: $658,493.35
            ☐ Extra Work   ☐ Zero Dollar   Current Contract Amt: $671,041.85
            ☐ Time Adjustment   ☐ Final Quantity   CO Amount: $23,180.00

Reference to:
Dispute: [   ]   INDOT

Emergency Work: will be checked to expedite the Change Order Review/Approval process.

Functions: this panel indicates the type of change order as it relates to the **Reason Code**.

- **Overrun/Underrun:** is used when quantity is added or subtracted from an existing contract item.
- **Extra Work:** is used when additional work items are required to complete the contract.
- **Time Adjustment:** is used when the timeframes need to be adjusted to reflect the changed time period for a milestone or contract.
- **Force Account:** is used for extra work in the contract for which the Contractor and the Department cannot reach agreement on the unit price prior to performing the work. A **Force Account** CO requires adding a new line item to the contract. Only one new line item is allowed per **Force Account** change order. Refer to the section on **Force Accounts**.
- **Zero Dollar:** is used for contract adjustments that will not affect the dollar amount of the contract. **Zero Dollar** change orders *cannot* include any other functions.
- **Final Quantity:** will not be utilized by INDOT. INDOT will use **Overrun/Underrun** Change Orders to balance quantities at the end of a contract.

TRAINERS NOTE:
2.2 The Project Engineer/Supervisor (PE/S) is authorized to overrun or underrun original contract items, within the limits set out below, in order to meet the specific intent of the Contract Documents.

    2.2.1 $20,000 cumulative total for any existing line item
    2.2.2 $250,000 cumulative total for the Contract
    2.2.3   The greater of $20,000 or 2% cumulative total of the original contract amount

    2.3   The PE/S shall initiate a Change Order when the cumulative total overrun or underrun of original Contract items exceeds any of the criteria in section 2.2 above. The Change Order shall include all changes to original Contract items that caused the Contract to exceed the limits of section 2.2. Another Change Order is not required until the limits of section 2.2 are again exceeded.

From CO Policy 6/01/06

Bid Contract Amount: is the original contract dollar amount.

Current Contract Amount: is the total to date Contract dollar amount, the **Bid Amount** plus Approved Change Orders.

CO Amount: is the total dollar value for the specific Change Order.

Reference to Dispute: indicates the associated Dispute number.

Reference to Force Account: box indicates the associated force account number.

Documents are sometimes added to the change order Header by using the **Attachments** 🖉 button.
In order to view the **Attachments** "click" the **Attachments** 🖉 button located on the toolbar.

"Click the **Close** 🖿 button on the toolbar to exit.

Viewing a Change Order Header

Exercise E-1-1-1-T
Group Exercise
This exercise will demonstrate how to open and view the Change Order Header Panel for an existing Change Order.

Log into SiteManager as: d90afaul
Enter password: pass
Log in as: **PE/S**

Navigate from the **Main Panel**:
"Double-Click" on **Change Orders (+)** icon
"Double-Click" on **Change Order Maintenance (+)** icon
"Double-Click" on **Header** icon
"Double-Click" on appropriate **Contract ID:** R90003
"Double-Click" on appropriate **CO Nbr:** 1
View **Header** information
"Click" on the **Close** button located on the Toolbar.

Viewing Change Order Extra Work Item

This section will explain how to view new items added to a contract by change order or changes made to existing items.

"Double-Click" on **Change Orders (+)** on the **Main Panel**.
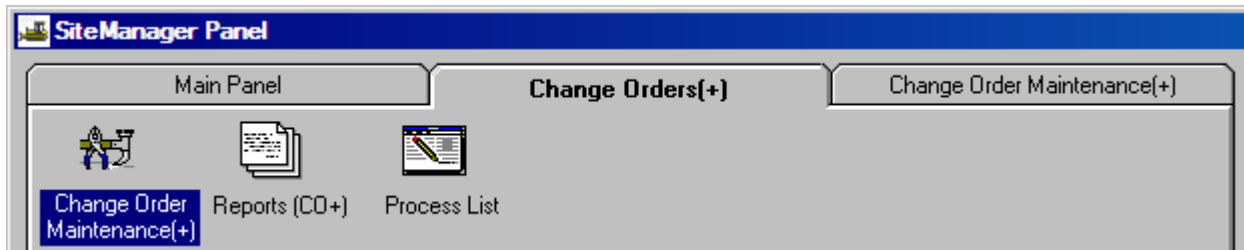
"Double-click" on **Change Order Maintenance (+).**
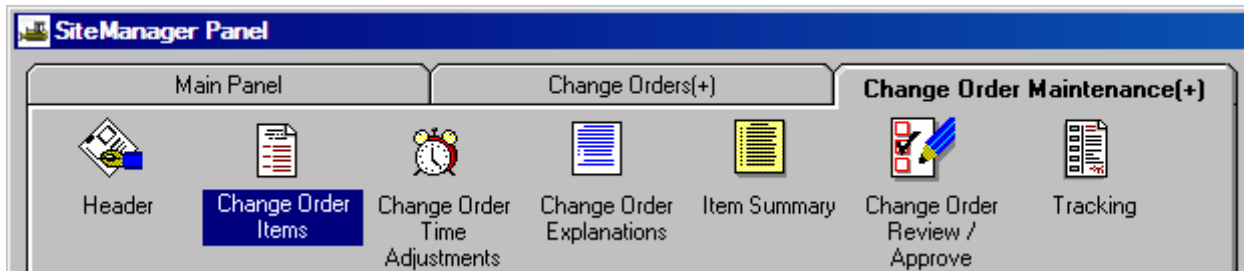
"Double-click" **Change Order Items**, located on the **Change Order Maintenance (+)** window.

If the window does not open with the appropriate item, "Click" the **Open** 📂 button on the toolbar.

The **Select Change Order Item** panel will appear with the following information: The Bottom Panel contains columns for:

- **Contract ID:** the **Contract ID** is the identification number assigned to the contract.
- **Vendor ID:** the **Vendor ID** is the INDOT assigned number identifying the Prime Contractor.
- **Fed State Proj Nbr:** the **Fed State Proj Nbr** is the assigned Federal or State Project Number.
- **Status:** the **Status** field indicates the current status of the contract, i.e. Pending, Active, Complete, Archived.

- **County:** the **County** field contains a letter and number code identifying the county where the majority of the work is located.
- **Lvl 2:** the **Lvl 2** column identifies the District office administering the contract.
- **Lvl 3:** the **Lvl 3** column is not utilized by INDOT.
- **Lvl 4:** the **Lvl 4** column is not utilized by INDOT.
- **Location Description 1:** the **Location Description 1** column is the description of the physical limits of the contract.

"Double-click" on the appropriate **Contract ID**.

"Double-click" on the appropriate **CO Nbr**.

"Double-click" on the appropriate Change Order **Item Code** or **Item Nbr**.

The information for the item will appear in the new window.

- **Contract ID:** is the unique identifier for the contract.
- **CO Nbr:** is the unique identifier for the Change Order.
- **Project Nbr:** is the unique identifier for the Project Number
- **Project Line Item Nbr (Number):** is the unique identifier for the Line Item Number.
- **Item Code:** is the unique identifier associated to the **Line Item Nbr.**
- **Unit:** is the unit of measure associated with the **Line Item Nbr.**
- **Unit Price:** is the dollar amount per each unit that is associated with the **Line Item Nbr.**
- **Item and Supplemental Description: Item and Supplemental Description** is the complete description of the associated **Line Item Nbr.**
- **Change Order Item Description: Change Order Item Description** is to document the need for a specific item.

- **Contract Bid: Contract Bid** is the original contract pay quantity and dollar amount for the associated **Line Item Nbr.**
- **Approved Change Order: Approved Change Order** is the pay quantity and dollar amount that are on Approved Change Orders for the associated **Line Item Nbr**.
- **Current Contract: Current Contract** is the total pay quantity and dollar amount that is available by adding both the **Contract Bid** amount and the **Approved Change Order** amount together for the associated **Line Item Nbr**.
- **Pending Change Order: Pending Change Order** is the pay quantity and dollar amount that are on change orders in the approval process but not yet approved for the associated **Line Item Nbr** .
- **This Change Order: This Change Order** is the pay quantity and dollar amount that are on this particular change order for the associated **Line Item Nbr** .

For new items not part of the original contract "click" on the **New Contract Item** tab for additional information:

- **Contract ID:** is the unique identifier for the contract and is automatically populated.
- **CO Nbr:** is the unique identifier for the Change Order and is automatically populated.
- **Project Nbr:** is the unique identifier for the Project and is automatically populated.
- **Category Nbr:** This field is not utilized by INDOT, Default setting is 0001.
- **Line Item Nbr (Number):** is the unique identifier for the Line Item Number and is automatically populated.
- **Item Code:** is the unique identifier associated to the Line Item**.**
- **Unit Type:** is the unit of measure associated with the **Line Item Nbr.** This field is automatically populated after choosing the correct **Item Code.**
- **Spec Yr:** is the specification year of the items used for the contract and is automatically populated after choosing the correct **Item Code**.
- **Description:** is used to identify the item. This field is automatically populated after choosing the correct **Item Code**
- **Major Items:** All contract items having an original contract value in excess of 5% of the **original** contract amount shall be considered as **Major Items**.
- **Specialty:** This field will not be utilized by INDOT.

See spec. 101.27

- **Status Type:** This field indicates the status of the change order, either active or pending.
- **Unit Price:** is the dollar amount per each unit that is associated with the **Line Item Nbr.**
- **Bid Quantity:** is the original contract quantity for that item.
- **Bid Amount:** is the original contract dollar amount or that item.
- **Proposal Line Nbr**: is the Contract line number associated to that Line Item.
- **Related items**: This field will not be utilized by INDOT.
- **Supplemental Descriptions:** Supplemental Descriptions are used to further detail the item descriptions.
- **CO Nbr:** is the unique identifier for the Change Order
- **Pending CO Qty:** is the item quantity on the change order that is still in pending status.
- **Pending CO Amt:** is the dollar amount for this item on the change order that is still in pending status.
- **Net CO Amount:** is the item quantity that has been approved on this change order.

"Click" the **close** button on the toolbar to exit.

Viewing Change Order Extra Work Item

Exercise E-2-1-2-T
Group Exercise
This exercise will demonstrate how to view an extra work item in an existing change order.

Log into SiteManager as: d90afaul
Password: pass
Log in as: **PE/S**

Navigate from the **Main Panel**:
"Double-Click" on **Change Orders (+)** icon
"Double-Click" on **Change Order Maintenance (+)** icon
"Double-Click" on **Change Order Items** icon
"Double-Click" on appropriate **Contract ID:** R90003
"Double-Click" on appropriate **CO Nbr:** 1
"Double-Click" on appropriate **Item Nbr:** 0090
View **Change Order Item** information
"Click" on **New Contract Item** Tab
View **New Contract Item** information
"Click" on the **Close** button located on the Toolbar.

VIEWING CHANGE ORDER TIME ADJUSTMENTS

This section will explain how to view time adjustments made to a contract through a change order.

There are three types of time adjustments:
- Change in the Contract Completion Date-available only for Contracts with a Fixed Completion Date.
- Change in the number of days associated with a Contract-available for Contracts with a Work Day or Calendar Day completion.
- Change in the number of days associated with a Milestone-available for Contracts with a Work Days, Calendar Day, or Fixed Completion Date.

From the main panel, "double-click" **Change Orders (+)**.

"Double-click" **Change Order Maintenance (+)**.

"Double-click" on **Change Order Time Adjustments.**

The **Contract and Change Order Selection Panel** will appear with the following information:

- **Contract ID:** is the identification number assigned to the contract.
- **Vendor ID:** is the INDOT assigned number identifying the Prime Contractor.
- **Fed State Proj Nbr:** is the assigned Federal or State Project Number.
- **Status:** this field indicates the current status of the contract, i.e. Pending, Active, Complete, Archived.
- **County:** this field contains a letter and number code identifying the county where the majority of the work is located.
- **Lvl 2:** this column indicates the District office administering the contract.
- **Lvl 3:** this column is not utilized by INDOT.
- **Lvl 4:** this column is not utilized by INDOT.
- **Location Description 1:** the **Location Description 1** column is the description of the physical limits of the contract.

If you have not previously selected a contract, "double-click" on the appropriate **Contract ID.**

CO Nbr: is the unique identifier for the Change Order
"Double-click" on the appropriate **CO Nbr**.

Information regarding any time extension associated with the Change Order will appear in a new window.

In the top panel summary information concerning the **Adjusted Contract or Milestone**, **Adjustment Days**, **Adjustment Date**, and **Explanation** will be displayed.

Adjusted Contract or Milestone: **Adjusted Contract** will indicate the appropriate Contract that has had time adjusted to it, while the **Milestone** will indicate the appropriate **Milestone** that has had time adjusted to it.

Adjustment Days: Adjustment Days will indicate the number of days adjusted to either the appropriate **Contract** or **Milestone**.

Adjustment Date: Adjustment Date will indicate the revised completion date for either the **Contract** or **Milestone**.

Explanation: Explanation will give a general reason for the time adjustment to either the **Contract** or **Milestone**.

"Click" the **Close** button located on the toolbar to exit.

Viewing a Change Order Time Adjustments

Exercise E-3-2-T
Group Exercise
This exercise will demonstrate how to view an existing Change Order Time Adjustment.

Log into SiteManager as: d90afaul
Password: pass
Log in as: **PE/S**

Navigate from the **Main Panel**:
"Double-Click" on **Change Orders (+)** icon
"Double-Click" on **Change Order Maintenance (+)** icon
"Double-Click" on **Change Order Time Adjustments** icon
"Double-Click" on appropriate **Contract ID:** R90003
"Double-Click" on appropriate **CO Nbr:** 2
View **Change Order Time Adjustments** information
"Click" on the **Close** button located on the Toolbar.

Viewing Change Order Explanations

This section will explain how to view an explanation for a change order.

From the **Main Panel**, "Double-click" on **Change Orders (+).**
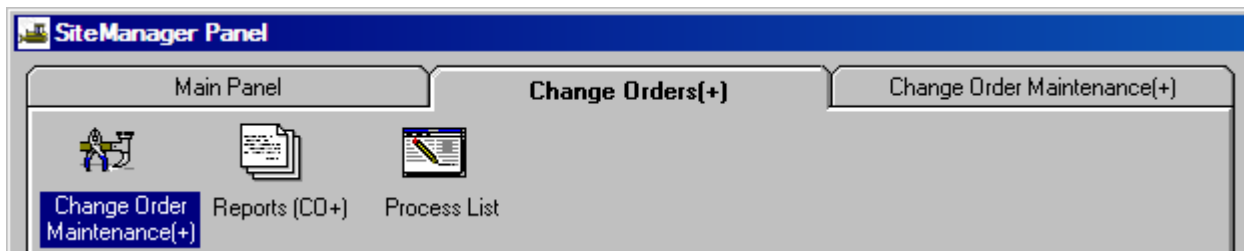
"Double-click" on **Change Order Maintenance (+)**.
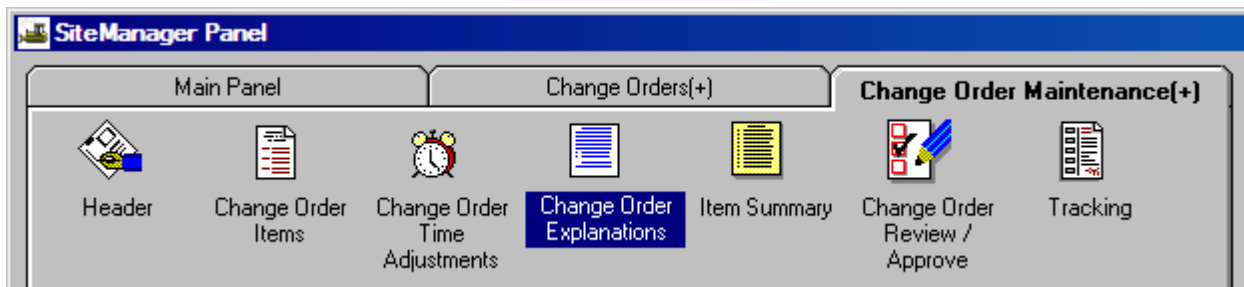
From the **Change Order Maintenance (+)** tab, "Double-click" on **Change Order Explanations**.

The **Contract and Change Order** Selection Panel will open with the following information:

- **Contract ID:** the **Contract ID** is the identification number assigned to the contract.
- **Vendor ID:** the **Vendor ID** is the INDOT assigned number identifying the Prime Contractor.
- **Fed State Proj Nbr:** the **Fed State Proj Nbr** is the assigned Federal or State Project Number.
- **Status:** the **Status** field indicates the current status of the contract, i.e. Pending, Active, Complete, Archived.
- **County:** the **County** field contains a letter and number code identifying the county where the majority of the work is located.
- **Lvl 2:** the **Lvl 2** column indicates the District office administering the contract.
- **Lvl 3:** the **Lvl 3** column contains is not utilized by INDOT
- **Lvl 4:** the **Lvl 4** column contains is not utilized by INDOT.
- **Location Description 1:** the **Location Description 1** column is the description of the physical limits of the contract.

"Double-click" on the appropriate **Contract ID**. If a contract has been previously chosen, this step will be skipped.

"Double-click" on the appropriate **CO Nbr**. If a change order has been previously chosen, this step will be skipped.

General Change Order Explanations: to document the need for the change order.

"Click" on each type of explanation to view all the explanations on the Change Order.
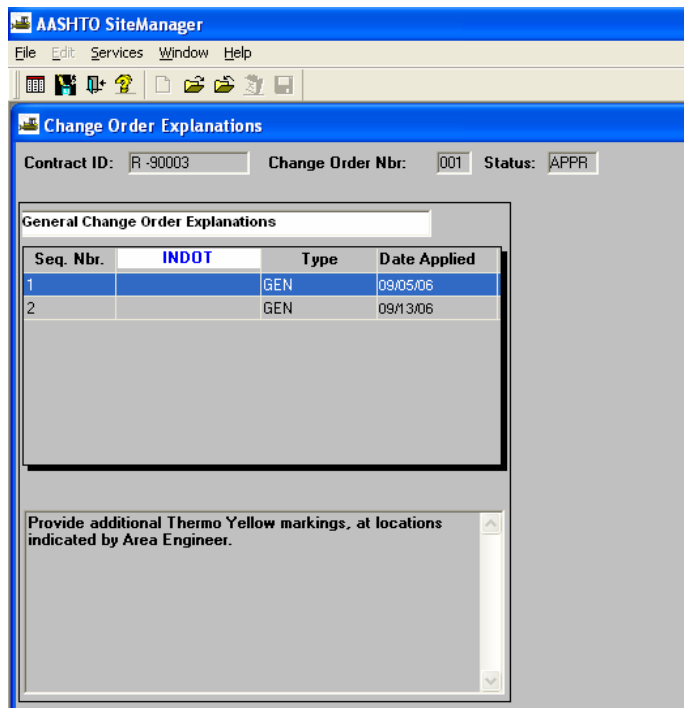
An explanation may be associated to multiple items.

"Double-click" each **Seq. Nbr.**

"Click" the **Close** button located on the toolbar.

Viewing Change Order Explanations

Exercise E-4-2-T
Group Exercise
This exercise will demonstrate how to access and view explanations for an existing Change Order.

Log into SiteManager as: d90afaul
Password: pass
Log in as: **PE/S**

Navigate from the **Main Panel**:
"Double-Click" on **Change Orders (+)** icon
"Double-Click" on **Change Order Maintenance (+)** icon
"Double-Click" on **Change Order Explanations** icon
"Double-Click" on appropriate **Contract ID:** R90003
"Double-Click" on appropriate **CO Nbr:** 2
"Double-Click" on Seq. Nbr. 1
View **General Change Order Explanations** information
"Click" on **Explanations Applied to Specific Items**
View **Change Order Line Items** information for that specific Item
"Click" on the **Close** button located on the Toolbar.
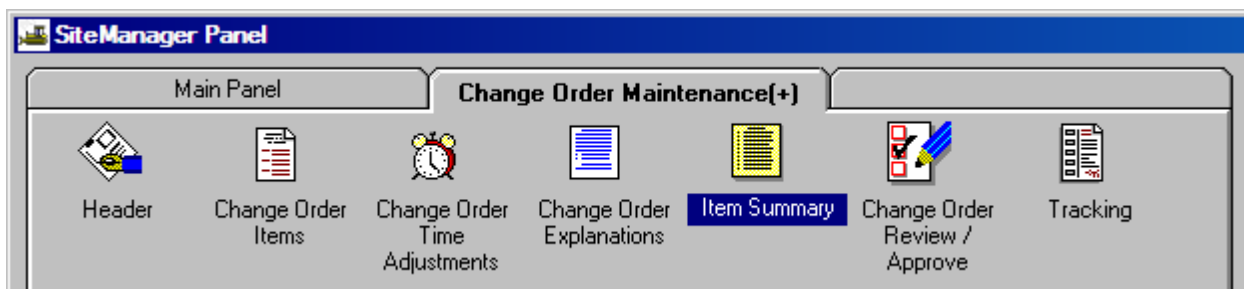
Viewing the Item Summary

This section will explain how to view the details of the Items in Change Orders in any status (Draft, Pending, or Approved).

From the Main Panel, "double-click" **Change Orders (+)**.

"Double-click" **Change Order Maintenance (+)**.

"Double-click" on **Item Summary.**

The **Contract and Change Order Selection Panel** will appear with the following information:

- **Contract ID:** the **Contract ID** is the identification number assigned to the contract.
- **Vendor ID:** the **Vendor ID** is the INDOT assigned number identifying the Prime Contractor.
- **Fed State Proj Nbr:** the **Fed State Proj Nbr** is the assigned Federal or State Project Number.
- **Status:** the **Status** field indicates the current status of the contract, i.e. Pending, Active, Complete, Archived.
- **County:** the **County** field contains a letter and number code identifying the county where the majority of the work is located.
- **Lvl 2:** the **Lvl 2** column indicates the District office administering the contract.
- **Lvl 3:** the **Lvl 3** column is not utilized by INDOT.
- **Lvl 4:** the **Lvl 4** column is not utilized by INDOT.
- **Location Description 1:** the **Location Description 1** column is the description of the physical limits of the contract.

"Double-click" on the appropriate **Contract ID.**

"Double-click" on the appropriate **Item Nbr** to be viewed.

The information associated to the selected item is available to review. This information includes;

- **Contract Bid:** includes only the original contract quantities.
- **Approved Change Order**: includes only the approved CO quantities.
- **Current Contract:** includes only the original contract amount plus the approved change quantities.
- **Pending Change Order**- includes only the Pending CO quantities
- **% Change To Date-** computed using only the Approved CO quantities.

NOTE: the quantities associated to a change order in draft status will not be included in the quantities in the top panel.

The bottom Panel lists the changes made to the work item by individual change order and the value of each change.

Also the status of the changes is noted as well.

"Click" the **Open** button on the toolbar to proceed to another work item.

Or

"Click" on the **Close** button on the toolbar to exit **Item Summary**.

Exercise E-5-T Group Exercise

This exercise will demonstrate how to access the information contain in the Change Order Item Summary.

Log into SiteManager as: <u>d90afaul</u>
Password: <u>pass</u>
Log in as: <u>**PE/S**</u>

Navigate from the **Main Panel**:
"Double-Click" on **Change Order (+)** icon
"Double-Click" on **Change Order Maintenance (+)** icon
"Double-Click" on **Item Summary** icon
"Double-Click" on appropriate **Contract ID:** <u>R90003</u>
"Double-Click" on appropriate **Item Code:** <u>0007</u>
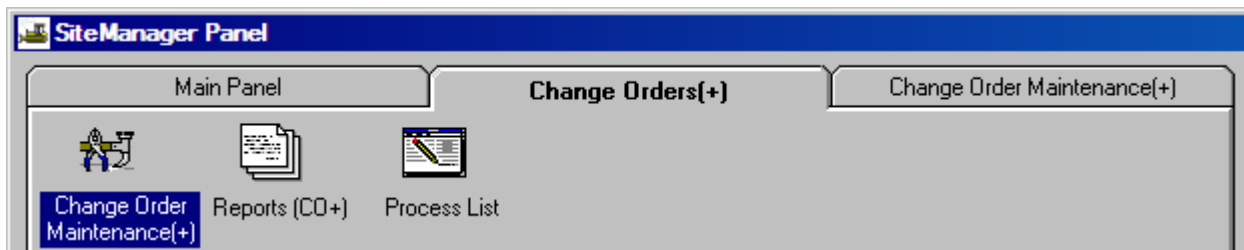Review information about that item
"Click" on **Close** located on the Toolbar.
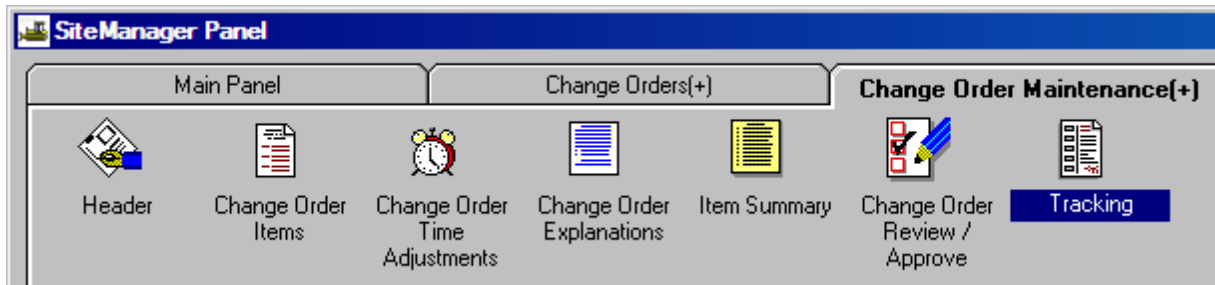
Tracking a Change Order

This section will explain how to track the reviewing and approval process of a change order.

"Double-click" on **Change Orders (+)** located on the Main Panel.

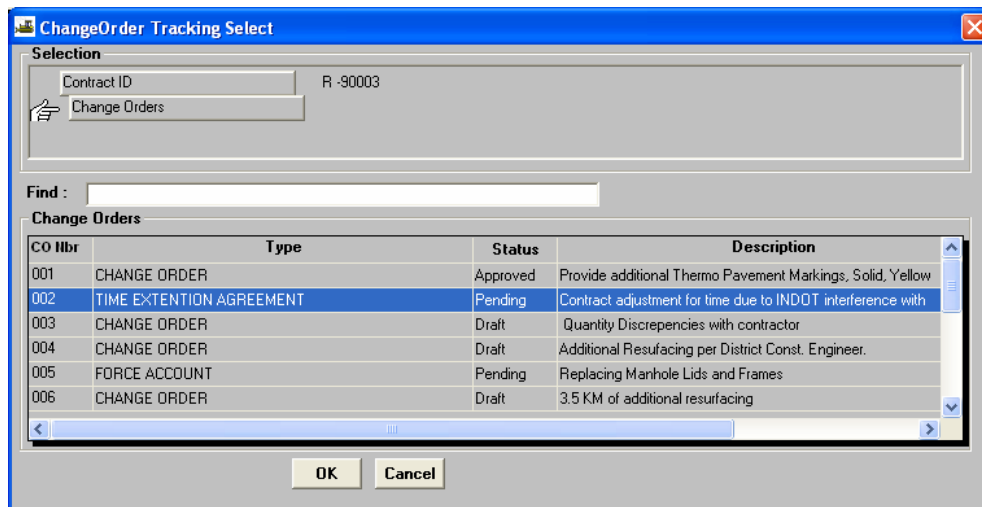"Double-click" on **Change Order Maintenance (+)**.

"Double-click" on **Tracking**.

The **Contract and Change Order Tracking Select** panel will open with the following information:
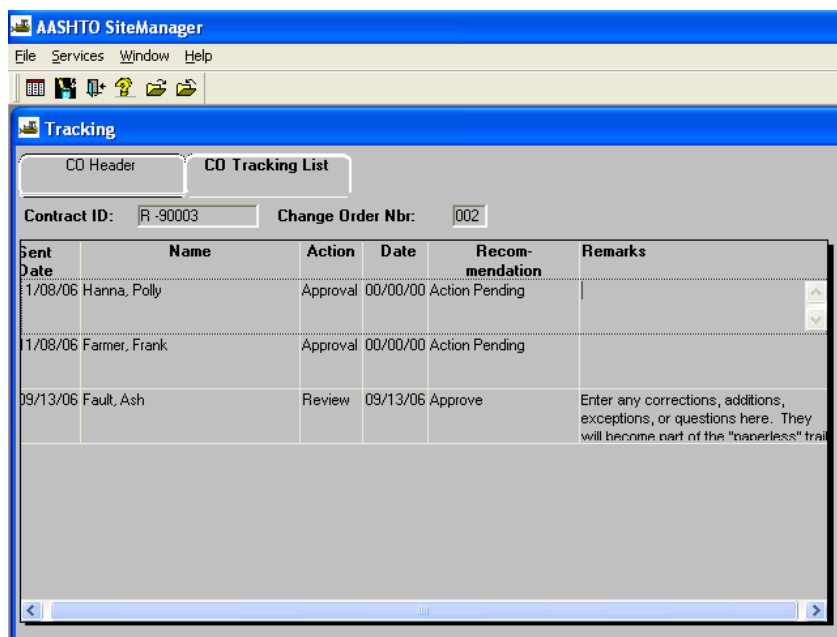
- **Contract ID:** the **Contract ID** is the identification number assigned to the contract.
- **Vendor ID:** the **Vendor ID** is the INDOT assigned number identifying the Prime Contractor.
- **Fed State Proj Nbr:** the **Fed State Proj Nbr** is the assigned Federal or State Project Number.
- **Status:** the **Status** field indicates the current status of the contract, i.e. Pending, Active, Complete, Archived.
- **County:** the **County** field identifies the county where the majority of the work is located.
- **Lvl 2:** the **Lvl 2** column identified the District office administering the contract.
- **Lvl 3:** the **Lvl 3** column is not utilized by INDOT.
- **Lvl 4:** the **Lvl 4** column is not utilized by INDOT.
- **Location Description 1:** the **Location Description 1** column is the description of the physical limits of the contract.

"Double-click" on the appropriate **Contract ID**.
This step will be skipped if a contract is already open.

"Double-click" on the appropriate **Change Order Nbr**.
This step will be skipped if a change order is already open.

"Click" on the **CO Tracking List** tab.

This window will show the **Names** of the reviewers and/or approvers associated to the change order, the **Action** the reviewer took (review or approval), the **Date** the review or approval was made, **Recommendation**, and **Remarks**.

NOTES:

1. If a requested review or approval has not been made, the comment "**Action Pending**" will appear in the **Recommendation** column.
2. Changing from Pending Status to Draft Status will stop the action of a change order. The Change Order is effectively recalled.
3. Changing the Status back to Pending will reinitiate the approval/review process.

"Click" the **Close** 📂 button located on the toolbar.

Tracking a Change Order

Exercise E-9-T Group Exercise
This exercise will demonstrate how to use the Change Order Tracking function.

Log into SiteManager as: <u>d90afaul</u>
Password: <u>pass</u>
Log in as: **<u>PE/S</u>**

Navigate from the **Main Panel**:
"Double-Click" on **Change Orders (+)** icon
"Double-Click" on **Change Order Maintenance (+)** icon
"Double-Click" on **Tracking** icon
"Double-Click" on appropriate **Contract Id:** <u>R90003</u>
"Double-Click" on appropriate **CO Nbr:** <u>1</u>
Review **CO Header** information
"Click" on **CO Tracking** List Tab
Review **CO Tracking List** information
"Click" on **Close** located on the Toolbar.